

Sandia's Facilities Management & Operations Center Utilities Outage Request Worksheet

INSTRUCTIONS: Enter pertinent information where shown. Complete all fields; X-out or enter N/A into any fields that do not apply. Forward the completed form and all supporting documents to the Construction Inspector or Systems Engineer assigned to this Project. The Contractor or Outage Operator shall provide all materials, safety equipment, and related items required for this Outage at the work site before the Outage begins. Advance notice is required for coordination of outage requests as follows:

3 WEEKS for an Electrical Outage; 2 WEEKS for a Mechanical Outage

Project #:	<input type="text"/>	Contract #:	<input type="text"/>	Contractor:	<input type="text"/>
Task #:	<input type="text"/>	Release #:	<input type="text"/>	Requestor:	<input type="text"/>
Tech Area:	<input type="text"/>	Building(s):	<input type="text"/>	Outage Type:	<input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Both
Start date:	<input type="text"/>	Start time:	<input type="text"/>	End date:	<input type="text"/>
		End time:	<input type="text"/>		

Check below if Sandia support is required for any of the following systems:

<input type="checkbox"/> NO EXTRA SUPPORT	<input type="checkbox"/> Lighting Inverters	<input type="checkbox"/> Building Operations/FCS	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Fire Alarm/Protection	<input type="checkbox"/> Intrusion Alarm	<input type="checkbox"/> Mechanical Utilities	
<input type="checkbox"/> Standby Generator	<input type="checkbox"/> Access Control	<input type="checkbox"/> High-Medium Voltage	

Specific system(s) to which Outage applies (Subs, feeders, panelboards, equipment, locations, building areas, services, etc):

Reason for this Outage:

Other Information (additional details, concurrent outages, etc):

Attachments (panel schedules, drawings, sequences of operation, manuals, checklists, procedures, etc.):